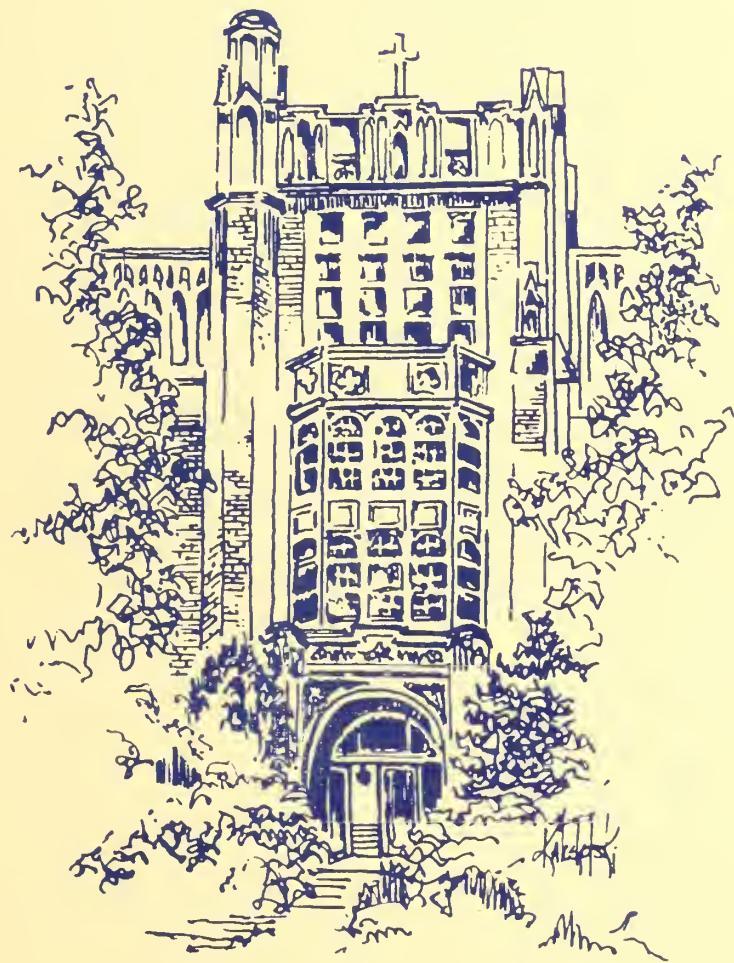


College Misericordia



GRADUATE CATALOG

1992-93



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**College Misericordia Academic Catalog
Graduate Studies
Effective August, 1992**

CONTACTS

For more information on graduate studies at College Misericordia, contact the people listed below at 717-674-6400 between 8:30 a.m. and 4:30 p.m. Other College personnel are listed in the College Directory section of this catalog. All mail to College Misericordia faculty and administration may be addressed to College Misericordia, 301 Lake Street, Dallas, PA 18612.

Academic Affairs

Dr. Linda Trompeter, Director of Graduate Programs and
Assistant Academic Dean

Admissions

Michael Joseph, Dean of Enrollment Management

*Graduate Registration and
Continuing Education*

Thomas J. O'Neill, Director of Continuing Education

Financial Aid

Jane Dessoje, Director of Financial Aid

Program Directors

Education: Dr. Joseph Rogan

Nursing: Dr. Helen J. Streubert

Occupational Therapy: Dr. Dellvina Gross

Organizational Management: Dr. Patricia Lewis

Physical Therapy: Dr. Catherine Perry-Wilkinson

Registrar's Office

Paula Wilkes, Registrar

Religious Life

Reverend Michael Bryant, Co-Director of Campus Ministry
Cynthia March, R.S.M., Co-Director of Campus Ministry

Student Life

Scott J. Kalicki, Dean of Students

POLICY STATEMENT

This catalog contains current information regarding College Misericordia's graduate programs, admissions policies, degree requirements, fees and regulations. College Misericordia reserves the right to promulgate and change such regulations and to make changes in its programs and policies whenever it is deemed necessary or desirable. Compliance with the requirements of the graduate programs is the responsibility of the student.

College Misericordia accords students of any race, color, religion, sex, physical handicap or disability, nationality or ethnic origin all the rights, privileges, programs and activities generally made available to students of the College. College Misericordia does not discriminate on the basis of race, color, religion, sex, handicap, nationality, or ethnic origin in the administration of its educational policies, scholarship and loan programs or other College administered programs.

College Misericordia complies with the Family Education Rights and Privacy Act (FERPA) of 1974 as amended. A copy of the act is available for inspection in the Office of the Academic Dean.

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GRADUATE PHILOSOPHY

Graduate education at College Misericordia exists within the framework of the College's role and mission statement. It is firmly rooted in the mission and academic traditions of the college and its founding group, the Religious Sisters of Mercy, stressing the values of Justice, Mercy and Service. It emphasizes academic excellence and critical thinking, while preparing students for productive careers and continued professional growth. The graduate faculty foster a climate conducive to academic growth, intellectual discourse, critical thinking and decision making. The aims of the graduate programs at College Misericordia are to provide comprehensive education in special fields, to offer instruction in the methods of independent investigation and to foster a spirit of research.

Active participation, individualized planning, and selection of learning experiences facilitate the development of students as persons, members of society, and potential leaders in their professions. The graduate programs offered by College Misericordia build upon the College's traditional academic strengths.

ACCREDITATION

College Misericordia is fully accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education and is empowered by the Commonwealth of Pennsylvania to grant both undergraduate and graduate degrees. The Master's degree in Education offered by College Misericordia is fully approved by the Pennsylvania Department of Education. The Master's degree in Nursing is fully accredited by the National League for Nursing.

ACADEMIC INTEGRITY

It is the student's responsibility to maintain academic integrity and intellectual honesty in her/his work. All students are expected to observe the generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort.

In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by the use of citations, both the ideas and the language are her/his own. Failure to abide by the rules of scholarship is academically dishonest.

It should be clearly understood that plagiarism, cheating or other forms of academic dishonesty fundamentally violates the nature and purposes of an academic institution and will not be tolerated at College Misericordia. A student who has been found guilty of plagiarism will be dismissed from the College.

GRADUATE PROGRAM POLICIES AND PROCEDURES

ADMISSIONS INFORMATION

Matriculation in any graduate program at College Misericordia requires at minimum a bachelor's degree from an accredited college or university. In addition, some graduate programs have program specific admissions requirements which are noted below.

Applicants must file a formal request for admission along with three letters of recommendation (including a letter from a colleague and a supervisor) and the results of either the Graduate Records Examination or the Miller's Analogy Test as required by the program to which you are applying. A complete application consists of the application form, three letters of reference, the application fee, official transcripts of previous academic work to be forwarded directly from the institution at which the credits were earned, and the results of either the GRE or MAT examination as appropriate. Students for whom English is a second language must demonstrate proficiency in written and spoken English.

The application and all supporting material should be mailed to:

Office of Graduate Admissions
College Misericordia
301 Lake Street
Dallas, PA 18612-1098

FAX No. 717-675-2441

Credentials will be screened by the Graduate Admissions Committee. The applicant will be notified in writing of matriculation status within eight weeks of receipt of a completed application.

Program Specific Admissions Requirements

EDUCATION

Admission Criteria:

Full Admission—Applicants are eligible for full admission to the graduate program if they either have a GPA of 2.50 but less than 2.99 and a score on the MAT or GRE of at least the 35th percentile; or a GPA of 3.00 or above and a score on the MAT or GRE of at least the 25th percentile.

Provisional Admission—Applicants who have a GPA of 2.50 to 2.99 and score below the 35th percentile on the MAT or GRE are eligible to be granted provisional admission. Students in this category will be required to complete up to 12 graduate credits, half of which must be in required courses, with grades no lower than "B" before being granted full and unconditional admission.

Denied Admission—Applicants who have less than a 2.50 GPA in their undergraduate studies and score below the 25th percentile on the MAT or GRE will be denied admission.

The Graduate Education Program may enable students to become candidates for a Pennsylvania Department of Education Instructional Certification in Elementary Education (i.e., Elementary Track students). However, this is the case only for students who are certified in another instructional area and who want to expand their areas of certification. For example, a Graduate Education Program student already certified in secondary education may become a candidate for certification in elementary education. Candidates for certification in elementary education will need to meet other requirements as set by the Pennsylvania Department of Education.

GRADUATE PROGRAM POLICIES AND PROCEDURES

While the Graduate Education Program is designed for veteran teachers, persons who are not teachers may apply. They should realize, however, that the Graduate Education Program is not a vehicle for earning an Instructional I certificate (i.e., initial certification) in any area. College graduates who are not teachers but who are interested in becoming teachers may submit their transcripts to the Director of Teacher Education for review. Initial certification in Early Childhood Education, Elementary Education, Special Education (MPH), and several areas of Secondary Education may be possible by completing a carefully planned series of undergraduate and graduate courses.

NURSING

Nursing applicants with an undergraduate GPA of 2.5 or above do not need to submit MAT or GRE scores. In addition to the forms required of all graduate studies applicants, nursing applicants must submit the following:

1. official transcripts demonstrating graduation from an NLN accredited baccalaureate program;
2. statement of professional goals for graduate education;
3. copy of current professional nurse registration;
4. interview with graduate faculty;
5. cumulative GPA of "B" or above in the student's undergraduate program.*

*Students who do not have a "B" or better GPA at the undergraduate level may be admitted if they have:

- a. an overall undergraduate GPA of at least 2.7 with a 3.0 or better in the upper half of their undergraduate work
or
an overall undergraduate GPA of at least 2.7 with a 3.0 or better in their major field;
- b. 2.5 to 2.7 GPA: students who do not meet the criteria for admission may enroll in 6 credits as a non-matriculated student. If grades of "B" or better are achieved in both NSG 500 and NSG 512 the student may seek "provisional" status and take an additional 6 credits. If the student has a grade in all courses of "B" or better, the student will be admitted to the graduate program. Thus a total of 12 credits of "B" or better must be achieved for regular admission.
- c. if the candidate has less than a 2.5 GPA they must receive a score on the Miller Analogy of 45 to have provisional status. Students must take the Miller Analogy during their non-matriculated status. These students must demonstrate their ability to achieve a "B" or better during the 6 credits as non-matriculated and the 6 credits at "provisional" status for a total of 12 credits.

COMBINED GRADUATE PROGRAM IN NURSING AND ORGANIZATIONAL MANAGEMENT:

Students with a BSN degree may wish to pursue a combined MSN/Organizational Management curriculum. The combined program prepares students for administrative positions. They will acquire a more in-depth ability to function in positions in Nursing Service by using management skills in organizational environments based on clinical Nursing specialization.

GRADUATE PROGRAM POLICIES AND PROCEDURES

The combined program consists of sixty-four (64) credit hours which reflect a twelve hour reduction in the total credit load of the two programs combined. Four course requirements are similar in each program, namely, OM 500, OM 510, OM/NSG 515, and OM 597/NSG 575. Hence course repetition is not required. All other course requirements for each program will be completed. Students select from the same majors in each program.

Entrance requirements for both programs must be met, and an academic advisor from each program will be assigned. Additional details about the combined MSN/OM program can be obtained from the director of either program.

OCCUPATIONAL THERAPY SPECIALTY MASTER'S

Admission Criteria:

Applicants must meet the following criteria:

1. Be a registered occupational therapist.
2. Have a Baccalaureate degree in occupational therapy.
3. Score in at least the 35th percentile on the MAT.
4. Have a GPA of 2.8 or above.
5. Successfully complete an interview with the occupational therapy faculty.

OCCUPATIONAL THERAPY ENTRY LEVEL MASTER'S

Admission Criteria:

College Misericordia offers a professional entry level master's degree program with admission in the freshman year.

For complete information on admission requirements, see the undergraduate catalogue.

For graduate course descriptions, see page 39 of this catalogue.

ORGANIZATIONAL MANAGEMENT

Admission Criteria:

Full Admission—Applicants are eligible for full admission to the graduate program if they either have a GPA of 2.50 but less than 2.99 and a score on the MAT or GRE of at least the 35th percentile; or a GPA of 3.00 or above and a score on the MAT or GRE of at least the 25th percentile.

Provisional Admission—Applicants who have a GPA of 2.50 to 2.99 and score below the 35th percentile on the MAT or GRE are eligible to be granted provisional admission. Students in this category will be required to complete up to 12 graduate credits, half of which must be in required courses, with grades no lower than "B" before being granted full and unconditional admission.

Denied Admission—Applicants who have less than a 2.50 GPA in their undergraduate studies and score below the 25th percentile on the MAT or GRE will be denied admission.

GRADUATE PROGRAM POLICIES AND PROCEDURES

PHYSICAL THERAPY

Admission Criteria:

College Misericordia's program in Physical Therapy is a five-year, entry level master's degree program with admission at the freshman year.

For complete information on admission requirements, see the Undergraduate Catalog.

For graduate course descriptions, see page 44 of this catalog.

APPLICATION FOR GRADUATE DEGREE

It is the student's responsibility to keep abreast of progress toward degree completion. An application for the graduate degree should be filed in the Office of the Registrar no later than February 1 of the anticipated year of graduation. Failure to do so may delay the date of awarding the diploma.

AUDITING

With the appropriate program director's approval, any student may register to take a course on an audit or non-credit basis provided that standard admission and course prerequisites have been met. A student may audit no more than 3 courses or 9 credits. The fee for auditing a course is one half the cost of tuition.

Matriculating students must have the permission of their advisor before auditing a course.

CHANGE OF ADDRESS

Students enrolled for course work in the graduate program are responsible for reporting any change of address and/or other salient information to the Office of Graduate Registration. Failure to do so will result in failure to receive timely registration, program, grading and billing information.

COURSE WITHDRAWAL AND REFUND POLICIES

A student may withdraw from a course without academic penalty within the period stated in the college calendar. Withdrawal forms may be obtained from the Office of Graduate Registration. A grade of "W" is given for an approved withdrawal. The date on which the form is received by the Office of Graduate Registration is considered as the official date of withdrawal. Refund of tuition and grade assignment is based on the date on which the form is received by the Office of Graduate Registration. If a student does not officially withdraw from a class and ceases to attend it, a grade of "F" is incurred. If a student withdraws while failing, after the date for withdrawal without academic penalty, a grade of "WF" is incurred.

When a graduate student drops a course or withdraws from a course or the College, official notice must be filed with the Office of Graduate Registration.

Tuition refunds are based on the date the Office of Graduate Registration receives official notice from a student indicating his/her desire to withdraw from a course.

GRADUATE PROGRAM POLICIES AND PROCEDURES

For day and once per week evening classes the percentage rate for tuition refunds follows:

First Week	100 percent
Second Week	75 percent
Third Week	50 percent
Fourth Week	25 percent

No refunds are allowed after the fourth week.

For Weekend College classes the percentage of tuition refund follows:

100 percent prior to the 1st class meeting.
50 percent prior to the 2nd class meeting.
No refund after the 2nd class meeting.

For Summer School classes the percentage of tuition refund follows:

100 percent prior to the 2nd class meeting.
50 percent prior to the 3rd class meeting.
No refund after the 3rd class meeting.

All refund percentages are computed from charges to the student, not from the amount paid.

Course fees are refundable only during the drop/add period. There are no refunds to students dismissed from the College. Advance registration deposits and any other fees are not refundable.

GRADUATE PROGRAM POLICIES AND PROCEDURES

FINANCIAL AID

A. Graduate Assistantships

A limited number of graduate assistantships are available on a competitive basis to graduate students. The assistantships involve designated institutional or programmatic work responsibilities which relate to the student's graduate studies. Graduate assistantships provide full or partial payment of tuition and/or stipends.

Written requests for assistantships should be submitted to the individual program director, who can provide specific information regarding available assistantships.

B. Graduate Student Loans

Through the guaranteed student loan program, graduate students may apply for up to \$7,500 per academic year. Students who obtained loans at the undergraduate level will borrow from the same lender at the same interest rate. The repayment of principal and interest is deferred until six (6) months after the student ceases to enroll for at least six (6) credits a semester.

Applications for loans are available at commercial and savings banks, savings and loans associations and credit unions. Further information and assistance can be obtained from the Financial Aid Office.

C. Federal Nurse Traineeship Monies

Federal Nurse Traineeship Monies may be available for graduate students in Nursing, full time and part-time. Please check with the Director of the Graduate Program in Nursing.

D. Veteran's Benefits

College Misericordia is approved by the Veterans Administration for the education and training of veterans and welcomes the opportunity to provide graduate education to veterans of the armed services.

Veterans enrolling at the institution for the first time should notify their local Veterans Administration Office in order to apply for educational benefits. This application should be filed six (6) weeks prior to the beginning of the semester. Students must contact the Registrar's Office to initiate the process.

E. Deferred Payment Plan

College Misericordia provides an option for students to pay tuition fees and other charges on a deferred payment plan. The plan permits educational costs to be spread over a period of time. The requirements of the plan are as follows:

1. A down payment of twenty (20) percent of the total term/semester charges is required unless other arrangements have been made with the Comptroller's office.
2. Deferrals are limited to one term/semester, the unpaid balance must be paid before final examinations that term/semester. Failure to pay charges in full before final exams may result in loss of credit for the term/semester.
3. At the close of each month, the unpaid balance will be charged a one (1) percent finance charge.
4. Students who fail to meet their deferred payment obligations will be dropped from the plan.
5. Participants in the plan must sign and receive a copy of the deferred payment plan.

GRADUATE PROGRAM POLICIES AND PROCEDURES

F. Interest Waived Policy

It is a College policy that any outstanding balances will be charged a one (1) percent finance charge at the close of the second month into the semester and each month thereafter. This policy is waived for students who receive tuition benefits, rehabilitation benefits or Veterans' Education benefits.

G. Tuition Reimbursement

Students whose tuition is reimbursed by their employer must file a letter from their employer annually so stipulating. Students may then register and remit the tuition prior to the next registration period.

GRADING SYSTEM

The grade point average is computed by dividing honor points earned by credits attempted according to the following scale:

Grade	Numerical Values	Honor Points per Credit
A	94-100	4
B+	89-93	3.5
B	84-88	3
C+	79-83	2.5
C	74-78	2
F	below 74	0
WP	withdraw passing	Not calculated
*WF	withdraw failing	0
AU	audit	Not calculated
W	withdrawn	Not calculated
IP (see below)	in progress	Not calculated
I (see below)	incomplete	Not calculated
S	satisfactory	Not calculated
U	unsatisfactory	Not calculated

*Equivalent to a failure; computed as an "F".

Incomplete Grades

"I" (Incomplete) grades will be issued only for those courses in which a student has not completed necessary requirements due to some extenuating circumstance.

Should conditions arise that prohibit the student from completing required course assignment(s) by due date, the student must negotiate for a grade of Incomplete with the course professor at least two weeks prior to course deadline. Emergencies may arise which do not allow a two week notice. In that event, the student should contact the Director of Graduate Programs. That office will then inform the instructors involved.

The "I" must be removed within a maximum of one semester, or the "I" becomes an "F."

"IP" (In Progress) grades will be issued only for Professional Contribution or Thesis courses. The "IP" must be removed within a maximum of one calendar year, or it becomes an "F."

NOTE: To receive an "I" or "IP" the student must obtain and complete an Incomplete Grade Form from the office of Graduate Registration. The faculty member issuing an "I" or "IP" has the right to determine the length of time for completion within the maximum limits.

GRADUATE PROGRAM POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

To be eligible for a graduate degree from College Misericordia, students must have a cumulative grade point average of 3.0 at the time of graduation, must fulfill all program requirements including the professional contribution as required by the program, must have paid all tuition and fees, and must apply for the graduate degree no later than February 1 of the anticipated year of graduation.

GRIEVANCE PROCEDURES

The College provides a uniform method by which students can pursue grievable issues. Grievable issues are complaints about the institution's academic policies, its prescribed procedures for carrying out its policies, its administration of matters related to instructional practices, or any combination of the above. Formal grievances must be filed while a student is matriculating or within three months following the student's date of graduation.

A student who has a grievance must attempt to resolve it on an informal basis by using the following procedure:

1. The student should first speak to the person with whom the complaint rests.
2. If the matter is not satisfactorily resolved at that level, the student must proceed to the Program Director to discuss the issue.
3. If the matter is not resolved at that level the student should proceed to the office of the Director of Graduate Programs, where a formal grievance may be filed.

The procedure for grievance is as follows:

1. The student shall inform the Director of Graduate Programs in writing of her/his intent to seek formal redress through the grievance procedure, indicating the nature of the complaint.
2. Within fourteen (14) calendar days of receipt of the written complaint the Director of Graduate Programs will convene the Academic Grievance Committee.
3. The Academic Grievance Committee is composed of the Director of Graduate Programs, one faculty member and one graduate student appointed by the Director of Graduate Programs.
4. At least seven (7) days in advance of the hearing the Director of Graduate Programs will notify the grievant and the individual charged with the complaint of the time and place of the hearing, the specification of the complaint, and the composition of the committee.
5. The individual charged has the right to be present when charges and evidence are presented to the committee, to question and give evidence on her/his behalf.
6. Committee members may question witnesses to evaluate all relevant facts of a given case. Since the committee meeting is an internal review, all committee meetings shall be private. Witnesses shall be excluded except for the period of their questioning. Persons external to the college shall be excluded.

The report and recommendation of the committee shall be in writing, including the committee's rationale for the decision and including any dissenting opinion. Only those committee members who have heard all testimony and evidence in a given case may vote on the committee's recommendation.

The committee report and recommendations shall be forwarded to the Academic Dean within ten (10) calendar days of the hearing. The Academic Dean will make the final determination and formally advise the parties involved.

GRADUATE PROGRAM POLICIES AND PROCEDURES

MAINTENANCE OF MATRICULATION AND LEAVE OF ABSENCE

Once accepted into a program, students must maintain matriculation on a continuing basis until they have completed all degree requirements unless they have been granted a formal leave of absence by the Director of Graduate Programs. Matriculated students not enrolled for at least one course during the Fall and Spring semesters must register to maintain matriculation.

Students who are involved in a culminating activity such as a thesis, a professional contribution, or administrative practicum must maintain their registration in that activity until they have successfully completed it.

Normally students have no more than five (5) years after the date of matriculation to complete degree requirements. Students who seek a leave of absence from their graduate program should submit a letter to the Director of Graduate Programs. The letter must state the reasons for the request and the length of the leave, if known. To return to the graduate program the student should submit to the Director of Graduate Programs a letter requesting readmission at least six weeks before the start of the semester in which the student wishes to re-enroll.

Cumulative leaves of absence may not exceed two (2) years after matriculation or the student will be dismissed from the program. Normally only one leave of absence will be granted.

NON-MATRICULATION STATUS

Persons who have an undergraduate degree and who are not enrolled in a graduate program may take up to six (6) credits without applying for admission. After successful completion of six (6) credits, matriculation is required to continue enrollment in program courses. However, workshops and seminars sponsored by the graduate programs are open to members of the public who may enroll in the workshops and seminars on an audit basis.

PROGRAM ADVISEMENT

The Director of each graduate program serves as academic advisor for all students enrolled in that program. The Director maintains a student record and advisement folder used to plan a student's program and track progress. However, all official student records are maintained in the Registrar's Office and can be reviewed by students upon 24 hour notice.

Students register for courses with the help of the Program Director. The process of registering for courses requires the completion of a Course Registration Form. The form along with a check for tuition is submitted to the Office of Graduate Registration. Students who use the Deferred Payment Plan must submit a check for 20% of the tuition due and a Deferred Payment Form. Students who utilize employer reimbursement programs are required to submit a letter from their employers annually in August prior to registration.

PROGRAM RETENTION

Any student receiving more than six credits below "B" or more than three credits below "C" will be terminated immediately from the degree program, and may never reenter the same program.

One graduate course may be repeated, if a grade of "F" has been received. This may be done one time only. The second grade shall stand on a student's transcript.

A student whose GPA falls below 3.0 will be placed on probation. This may occur one time only.

GRADUATE PROGRAM POLICIES AND PROCEDURES

PROGRAM WITHDRAWAL

A student who wishes to withdraw from a Graduate Program at College Misericordia must inform the Office of Graduate Admissions of the withdrawal in writing. The date the office receives the notification determines final grades for any courses in which the student may be enrolled at the time of withdrawal, as well as any tuition refund which may be warranted.

READMISSION

A student who has withdrawn from a program and wishes to be readmitted to that or any other graduate program is required to submit a request for readmission in writing to the Director of Graduate Programs. Upon receipt of the letter, the Admissions Committee will review the student's credentials and determine whether to readmit the student.

TRANSCRIPTS

Official transcripts may be obtained from the Registrar's Office. There is a four dollar (\$4) fee for each transcript requested.

TRANSFER OF CREDIT

Applicants may transfer up to six (6) graduate credits earned previously in other accredited graduate programs provided the courses were completed with a grade of B or better and are appropriate substitutes for the courses offered in the Misericordia program. In special cases where applicants have already earned a graduate degree, 12 credits from that degree may be applied toward a Misericordia master's degree, provided the course credits are appropriate substitutes. Transfer credits are accepted after evaluation by the Registrar in consultation with the appropriate Program Director, and with the approval of the Director of Graduate Programs.

Matriculating students who have not already transferred credits may apply to take up to six graduate credits off campus from an accredited graduate program. These credits may also be transferred to College Misericordia to meet program requirements. However, in no case may the number of credits transferred into a graduate program at College Misericordia after matriculation exceed six (6).

GRADUATE PROGRAM POLICIES AND PROCEDURES

TUITION AND FEES

Tuition (per semester hour of credit) **1992-93**

Education and Organizational Management	\$235.00
Nursing and Occupational Therapy Leadership	284.00
Application fee (to accompany all applications)	20.00
Matriculation fee for master's candidates for each semester during which the student is not registered for course work	75.00
Parking permit	5.00
Parking fines	15.00
Student I.D.	10.00
Transcript fee per copy	4.00
Graduation Fee	50.00

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE EDUCATION PROGRAM

Philosophy

The Graduate Education Program is interested in attracting experienced and dedicated teachers who wish to become educational leaders. Even though it is expected that graduates of College Misericordia's Graduate Education Program will be highly valued by their school districts and communities, the program is not designed to help classroom teachers become school administrators or to prepare teachers for roles outside their classrooms. The program respects and values classroom teachers. It hopes to empower these valued professionals and enable them to take the lead in making important educational decisions.

National reports indicate that our society wants classroom teachers to become more involved in the leadership and management of schools and of their profession. Teachers are willing to accept these new responsibilities, they are willing to take the lead in planning, implementing, and evaluating the educational programs needed in our nation's schools. But good intentions are not enough. College Misericordia's Graduate Education Program is designed to help teachers gain the knowledge necessary and develop the skills required to function as leaders.

Program

Cited by the Pennsylvania Department of Education for its "innovative programmatic and curricular design," the Graduate Education Program breaks away from traditional programming. College Misericordia's Graduate Education Program reflects and respects the learning styles and schedules of adult learners.

The Graduate Education Program offers participants a common body of necessary skills and knowledge through a fifteen credit core requirement. It then allows students to pursue an area of interest, either by taking elective courses or through independent and directed studies. The program's unique culminating experience asks students to share what they have learned in the program with colleagues.

College Misericordia's Graduate Program in Education has three structured tracks. All tracks include the same core requirements (15 credits) and all require a Professional Contribution (6 credits).

Participation in College Misericordia's Graduate Education Program should enable participants to:

- I. identify, discuss, and evaluate trends and developments in curriculum and instruction.
- II. examine and explain the relationship between teaching, learning and curriculum.
- III. design curriculum and instruction which enables students to meet high standards.
- IV. implement and manage curriculum.
- V. evaluate curriculum and instruction.
- VI. plan, implement, and conduct professional development activities for colleagues .

GRADUATE PROGRAM DESCRIPTIONS

Curriculum

The curriculum of the Graduate Education Program requires the completion of five core courses, a specialization track, and a professional contribution.

A. CORE COURSES:

EDU 500	Issues in Education
EDU 504	Curriculum Design
EDU 505	Teaching/Learning
EDU 509	Curriculum Assessment
EDU 515	Research Methods

B. TRACKS:

The Curriculum Track:

Teachers should directly participate in decisions about curriculum. They should be primarily responsible for planning, implementing, and evaluating curriculum. The curriculum track of College Misericordia's Graduate Education Program gives teachers the knowledge and skills they need to deal with curriculum issues. Graduates can function as leaders of local school district curriculum planning teams, site-based management teams, building level management teams, and will be able to otherwise work to improve curriculum in their schools.

Participants in the curriculum track complete the core requirements, a series of electives, two independent/directed studies, and a professional contribution.

Core - 15 credits

EDU 500	Issues in Education
EDU 504	Curriculum Design
EDU 505	Teaching/Learning
EDU 509	Curriculum Assessment
EDU 515	Research Methods

Electives - 9 credits

Required Courses - 6 credits

EDU 591	Specialization I
EDU 592	Specialization II

Professional Contribution - 6 credits

EDU 594	Professional Contribution Seminar
EDU 595	Professional Contribution

TOTAL - 36 credits

The Technology Track:

Teachers need to use advanced technology to implement modern curriculum. They do not need to become computer programmers or even software writers, but they do need to know how to use modern technology to plan and deliver instruction. The technology track of College Misericordia's Graduate Education Program gives teachers the knowledge and skills they need to implement technology. Graduates can function as leaders of local school district instructional improvement teams, technology planning committees, site-based management teams, building level management teams, and will be able to otherwise work to improve instruction in their schools by helping their colleagues implement technology.

Participants in the technology track complete the core, five required technology courses, and a professional contribution.

GRADUATE PROGRAM DESCRIPTIONS

Core - 15 credits

EDU 500	Issues in Education
EDU 504	Curriculum Design
EDU 505	Teaching/Learning
EDU 509	Curriculum Assessment
EDU 515	Research Methods

Required courses - 15 credits

EDU 551	Productivity Tools
EDU 552	Multimedia Based Education
EDU 555	Advanced Multimedia Design
EDU 553	Technology and Instructional Design
EDU 554	Video in the Instructional Process

Professional Contribution - 6 credits

EDU 594	Professional Contribution Seminar
EDU 595	Professional Contribution

TOTAL - 36 credits

The Elementary Education Track:

Veteran teachers often want to expand their teaching abilities and credentials. Currently certified teachers (e.g., secondary educators) can prepare to teach in elementary classrooms by participating in the Graduate Education Program's elementary education track. In addition to becoming skilled curriculum developers, participants in this track become candidates for certification in elementary education.

The elementary education track is available only to teachers who already have valid PDE instructional certification. The elementary track is not designed as a vehicle for initial certification, thus does not deal with the state's General Standards for teachers. The track is designed to help already certified teachers expand their credentials by adding a certification in elementary education. The elementary track meets all of PDE's Specific Standards for elementary education.

Participants in the elementary education track complete the core, six required courses, and a professional contribution.

Core - 15 credits

EDU 500	Issues in Education
EDU 504	Curriculum Design
EDU 505	Teaching/Learning
EDU 509	Curriculum Assessment
EDU 515	Research Methods

Required Courses - 18 credits

EDU 575	Human Development
EDU 590	Basic Methods in Elementary Education
EDU 520	Curriculum and Methods in Reading
EDU 524	Curriculum and Methods in Language Arts
EDU 525	Curriculum and Methods in Mathematics
EDU 581	Seminar in Elementary Education
EDU 582	Observation and Practicum

Professional Contribution - 6 credits

EDU 594	Professional Contribution Seminar
EDU 595	Professional Contribution

TOTAL - 39 credits

GRADUATE PROGRAM DESCRIPTIONS

C. The Culminating Activity:

As a culminating activity, students are required to develop and deliver a professional contribution, a project whereby they try to create curricular change through staff development. They first participate in a three-credit seminar to develop their projects. During a subsequent semester they formally deliver their projects to a group of colleagues or to a professional group.

EDU 594	Professional Contribution Seminar
EDU 595	Professional Contribution

Course Scheduling and Sequence

The College Misericordia Graduate Education Program utilizes evening and weekend formats throughout the school year and conveniently scheduled workshops and seminars during the school year and during the summer months. Students who enroll on a part-time basis can complete the program in three years. Full-time students can complete the program in two years. They may take up to nine credits during each of the semesters of the school year and up to twelve credits during the summer term.

A typical part-time student's schedule is depicted below:

Year One		
<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
EDU 500 Issues in Education	EDU 505 Teaching/ Learning	Electives or Required Courses
EDU 504 Curriculum Design	EDU 509 Curriculum Assessment	Electives or Required Courses
Year Two		
<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
EDU 515 Research Methods	Elective or Required Courses	Electives or Required Courses
Year Three		
<i>Fall</i>	<i>Spring</i>	
EDU 594 Professional Contribution Seminar	EDU 595 Professional Contribution	

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN NURSING

Philosophy

The Nursing Program supports the Mission Statement and Philosophy of the College. The undergraduate nursing program is based on a complementary relationship between liberal arts and professional studies. Specialization on the Graduate level offers in-depth knowledge of a specific clinical or functional area. The approach to education focuses on critical thinking, as well as the values and attitudes of justice, mercy, and service.

Each human being is viewed as intellectual, spiritual, and creative, and constantly interacting within the environment. The holistic view of humans takes into account the physical structure, mind and spirit of the individual, as well as the physical and social environment in which each functions. Humans interact on the basis of respect for each other's cultural values, worth and dignity. Individuals have the potential for self-direction based on their developmental level. The capacity for emotion, reasoning, and perceiving is characteristic of human beings.

The social environment is composed of individuals, families, groups and communities which can be described in terms of micro-systems and macro-systems. Biological, social, and psychological forces within the environment impact on a complex and dynamic health care system. Cultural patterns influence the human-environment interaction.

Health care involves the promotion, maintenance and restoration of wellness. A particular state of wellness is perceived by individuals and is influenced by their self-esteem, inner sense of meaning, and desire to achieve their highest potential. Individuals who are goal-oriented, motivated and have a high sense of energy tend to achieve a higher level of wellness.

Nursing is an art, involved in caring, and a science based on its own theory and research. The nursing process involves critical thinking as related to the cognitive, affective and psychomotor domains. The profession of nursing is a vital, effective and efficient health service to the community. Ethical and legal issues have a strong impact on the practice of professional nursing.

Leadership involves directing client care, collaboration with other health care professionals and management. The profession of nursing is committed to making quality health care available and accessible to all, which reflects our commitment of mercy and justice. Health teaching, through effective communication, is viewed as an effective method of wellness promotion. Nursing exerts an influence on, and is influenced by, the newly developing patterns of providing services, the roles of other members of the health team, scientific and technological advances, nursing research, and the social and economic pressures which contribute to the complexity of health care services.

Undergraduate education in nursing is built on a strong core of general education requirements and is generic in nature. Included within the program are liberal arts and the sciences, such as nutrition, pathophysiology and developmental psychology, as well as other pure and behavioral sciences. The use of the nursing process and nursing theories are basic to generalized clinical practice.

Graduate education enables professional nurses to realize their creative leadership potential and provides opportunities for collaborative functioning with health professionals and others in effecting changes in nursing practice and health care. Advanced knowledge provides for a high degree of effectiveness in leadership capacities. Scientific inquiry is an integral part of the program. Such inquiry provides the basis for acquisition of increased competencies in utilization of the research method and in the analysis and synthesis of theories related to the practice of nursing.

GRADUATE PROGRAM DESCRIPTIONS

Learning involves critical thinking, which encompasses the analysis and synthesis of knowledge. It is life-long and involves developmental changes. The individual has the responsibility to achieve the highest potential with the assistance of the faculty who are facilitators. The faculty believe that learning occurs when the student actively participates in the learning process. Teaching, therefore, is a collaborative process in which a student assumes progressive responsibility for personal learning. Learning is directed toward the development of the values and professional role identification that are compatible with this philosophy.

Program

The program is designed to develop a core of skills and competencies in the Master's candidate. In addition it provides a flexibility which permits students to pursue their areas of interest. Students meet their individual learning needs through selection and development of concepts and in-depth analysis of populations and communities.

The graduate nursing program at College Misericordia is designed to:

1. provide clinically prepared nurse educators and administrators for leadership positions in nursing education and the health care delivery system;
2. prepare graduates to use the research process to improve nursing practice, nursing education, and contribute to nursing's body of knowledge;
3. prepare graduates to initiate innovative, creative approaches to the emerging needs and demands of society related to the health care delivery system;
4. provide an educational base for graduates to pursue further education and professional development.

Curriculum

The curriculum is designed to prepare nurses in areas of administration or education based on clinical knowledge at the advanced level. Students major in Adult Health/Micro Systems Nsg or Community Health/Macro Systems Nsg and select a functional role of either Nurse Administrator or Nurse Educator.

The Clinical Core Courses in Adult Health/Micro Systems Nsg are designed to facilitate the student's integration and clinical application of advanced theories and concepts as they relate to the health and nursing care needs of the adult and family. Concepts will be developed along the wellness-illness spectrum emphasizing care as multidimensional in nature. Based on a selected nursing theory, selected change theory, and current nursing modalities, interventions will be planned, implemented, and evaluated.

The Clinical Core Courses in Community Health/Macro Systems Nursing are designed to acquaint the student with advanced concepts in community assessment and intervention essential to practice and leadership in community settings. The primary focus on groups and the community as client provides the student with opportunities to assess, plan, diagnose, implement, and evaluate care at the aggregate level. Students will investigate the multidimensional role of change agent with the complex structure of the community.

The Clinical Core Courses in Maternal-Child/Macro Systems Nursing are designed to provide students with advanced theories and concepts in dealing with child-bearing families and infants through adolescents. The primary focus is on infant mortality, high-risk pregnancies, vulnerable families and children, and other threats to child and family health and wellness.

GRADUATE PROGRAM DESCRIPTIONS

The **Nursing Administration Sequence** is designed to develop management skills. Courses in organizational behavior, financial management, and nursing administration provide the graduate student with the basis for the role of nurse administrator.

The **Nursing Education Sequence** is designed to develop advanced knowledge and skills for the graduate student planning a teaching career. Courses in curriculum development, teaching/learning strategies, and an introduction to higher education provide the student with a basis for the roles and functions of the nurse educator.

The program consists of 40 credits including a thesis. Basically a program for part-time study, students must complete the program within five (5) years of matriculation.

Program Objectives

GRADUATES OF THE MASTER'S PROGRAM IN NURSING WILL BE ABLE TO:

1. promote, maintain, and restore wellness through the use of in-depth knowledge, skills and attitudes related to the selected nursing specialization;
2. articulate a philosophy of nursing and a personal belief system that reflects a commitment to holistic nursing care;
3. utilize the nursing process in the practice of professional nursing with a micro/macro systems framework based on research and knowledge from nursing and other disciplines;
4. demonstrate leadership in working with other professionals and consumers to effect positive changes in nursing practice, nursing education, and the health care system;
5. function independently or in collaboration with other health professionals and consumers to promote high level wellness for the client;
6. continue the process of learning for personal and professional growth by contributing to the scholarly literature, conducting needed research related to the nursing specialization or role function and participation in community and/or professional activities which enhance nursing;
7. demonstrate leadership in participating in assuring quality of programs related to the nursing major and functional role;
8. develop testable propositions from nursing and other theories, and critically analyze findings with applicability to practice;
9. incorporate social, political, and ethical responsibility and accountability as an essential part of the professional role.

GRADUATES IN THE EDUCATIONAL SEQUENCE WILL BE ABLE TO:

1. demonstrate a personal philosophy and belief system in the role of nurse educator;
2. develop skill in responding to the educational needs of students, colleagues, and society;
3. develop skill in responding to the standards, regulations, and credentialing criteria which impact upon nursing education;

GRADUATE PROGRAM DESCRIPTIONS

4. base the practice of nursing education on theory, research, and clinical expertise;
5. participate with professional colleagues and consumers to achieve academic standards and goals;
6. develop the leadership role of nurse educator within academia, the health care system, and the community;
7. participate in lifelong learning.

GRADUATES OF THE ADMINISTRATION SEQUENCE WILL BE ABLE TO:

1. demonstrate a personal philosophy and belief system in the role of nurse administrator;
2. demonstrate skill in responding to the dynamic changes in organizational structures and functions within the health care delivery system;
3. demonstrate skill in responding to the standards, regulations, and credentialing criteria which impact upon nursing administration and the health care system;
4. base the practice of nursing administration on theory, research, and administration expertise;
5. participate with professional colleagues and consumers to achieve improvement in the delivery of health care;
6. demonstrate the leadership role of nurse administrator within the health care system and community;
7. participate in lifelong learning.

Research and Theory - 12 credits

Components (40 credits)	NSG 512 NSG 515 NSG 575 NSG 585	Concepts and Theories in Nursing Research: Concepts, Methods and Principles Thesis Seminar Thesis Advisement
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Clinical Focus - 15 credits

NSG 506-507	Adult Health/Micro Systems Nsg I & II or Community Health/Macro Systems Nsg I & II
NSG 508-509	
NSG 521-522	Maternal-Child/Macro Systems Nsg I & II
NSG 500	Analysis of Macro/Micro Systems
NSG 573	Clinical Practicum
NSG 550	Issues & Trends in Nursing and Health

GRADUATE PROGRAM DESCRIPTIONS

Functional Area - 13 credits

Nursing Administration

OM 500	Organizational Behavior
OM 510	Financial Management I
NSG 525	Introduction to Nursing Administration
NSG 545	Nursing Administration Seminar/Practicum
	or
NSG 504	Curriculum Design
NSG 505	Teaching/Learning Strategies
NSG 510	Introduction to Higher Education
NSG 535	Nursing Education Practicum/Seminar
NSG 595	Independent Study

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM SPECIALTY MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

Philosophy

The mission of the Specialty Master of Science Degree in Occupational Therapy is to prepare Occupational Therapists for leadership roles in education and the health care delivery system; to enable the occupational therapist to use methods of inquiry, critical thinking and problem solving skills to enrich occupational therapy education and contribute to the profession's body of knowledge; to enhance the graduate's capacity for developing innovative resourceful approaches to the issues and challenges in the health care delivery system; to provide a base for further graduate education and to generate a commitment to learning as a life-long process.

Curriculum

Required Courses:

OT 504	Critical Reasoning	3	
OT 515	Research Methods	3	
OT 530	Supervision: A Teaching-Learning Process	3	
OT 550	Analysis of OT Theories and Practice Models	3	
OT 560	Leadership	3	
OT 565	Advanced Practice Seminar	3	
OT 585	Thesis Seminar	3	
OT 586	Thesis	3	24 credits

Electives to total 12 credits. Students may choose 3 credits of free elective that relates to the program philosophy and objectives, subject to the approval of the student's Academic Advisor. A specialty in education or management will require a minimum of 9 credits (OM, ED or NSG) in the specialty choice from the following:

ED 504	Curriculum Design	3	
ED 505	Teaching/Learning Strategies	3	
ED 509	Curriculum Assessment	3	
NSG 510	Issues in Higher Education	3	
OM 500	Organizational Behavior	3	
OM 505	Decision Making	3	
OM 556	Human Resource Management	3	
OM 586	Strategic Planning & Management Change	3	
OT 506	Special Studies in Occupational Therapy	3	
OT 551	Occupational Therapy Program Design	3	
OT 599	Independent Study	3	12 credits
			Total
			36 credits

Graduate study would be in Occupational Therapy Management or Occupational Therapy Education; elective courses therefore would be selected according to the designated category emphasized by the graduate student.

Upon completion of academic coursework and research thesis the degree of M.S. would be awarded.

GRADUATE PROGRAM DESCRIPTIONS

GRADUATE PROGRAM IN ORGANIZATIONAL MANAGEMENT

Philosophy	College Misericordia's Master of Science degree in Organizational Management is designed to educate individuals for successful careers as managers in both public and private organizations and in industry. The program reflects a management perspective which assumes that the professional manager is able to analyze problems, communicate solutions and understand the impact of management decisions.
Program	The program prepares students for responsible organizational leadership. Students are encouraged to think broadly about the tasks and functions of the manager and to develop and use a variety of management skills in organizational environments.
Curriculum	The program consists of thirty-six (36) credit hours which can be completed on a part-time basis. A core curriculum of twenty-one (21) credits is required. Students then have the opportunity to specialize in one of three areas: Human Resource Management, Human Services Management, and General Management. The specialization areas require a total of twelve (12) credits for completion. The program culminates in a required three (3) credit practicum or professional contribution which synthesizes the skills and content presented through academic course work.
Specializations	The program offers an opportunity for students to concentrate their elective courses in one of three areas of special interest.
Human Resource Management Specialization	One of the interest areas to which the program responds is the field of Human Resource Management which deals with issues related to personnel management and development. Clearly, there is a growing need for the development of professional competencies and skills in this area. The program is designed to develop the technical and knowledge base needed to exert leadership in the management of human resources in a variety of organizations including corporations, health and health related facilities, local state and regional government, and other complex organizations.
Human Services Management Specialization	The second area of specialization available is designed for managers in human service and other not-for-profit agencies. The program is designed to offer practitioners the opportunity to develop those skills required for successful management specifically in the not-for-profit and voluntary sector.
General Management Specialization	Students, with the cooperation of their program advisor, may choose to specialize in one of the above tracks or they may plan, with their advisor, an individualized program of study by choosing electives from the pool of electives offered by the program. In exceptional circumstances students may take up to five years to complete the program.

GRADUATE PROGRAM DESCRIPTIONS

A. Core curriculum:

OM 500	Organizational Behavior
OM 510	Financial Management I
OM 511	Financial Management II
OM 515	Research Methods
	or
OM 516	Qualitative Research
OM 530	Legal Aspects of Administration
OM 550	Personnel and Labor Relations
OM 586	Strategic Planning and Management of Change
OM 595	Professional Contribution
	or
OM 596	Administrative Practicum

B. Track I Human Resources Management:

Choose twelve (12) credits from the following:

OM 505	Decision Making
OM 551	Organizational Communication
OM 552	Regulation of Human Resources Management
OM 553	Fundamentals of Employment Benefit Planning
OM 554	Current Issues
OM 555	Administration of Human Resources
OM 556	Policies and Procedure Development
OM 590	Seminar
OM 599	Independent Study

C. Track II Human Services Management:

Choose twelve (12) credits from the following:

OM 505	Decision Making
OM 525	Human Service Systems
OM 536	Marketing Management
OM 540	Grant/Contract Development and Management
OM 542	Fund Raising: Theory and Application
OM 551	Organizational Communication
OM 553	Fundamentals of Employment Benefit Planning
OM 590	Seminar
OM 599	Independent Study

D. Track III General Management:

Complete the core curriculum and 12 additional credits selected, with consent of the student's advisor, from those offered by the program.

GRADUATE PROGRAM DESCRIPTIONS

Certificate A 15 credit Certificate in Human Resource Management is offered to those individuals who are interested in the field of Human Resources but do not wish to pursue the degree. Course requirements for entering and completing the Certificate program include:

1. possession of a baccalaureate degree from an Accredited college or university in a field compatible with the area of advanced study;
2. completion of the following designated courses: OM 500, OM 550, OM 552;
3. completion of 6 additional credits from the Human Resource Management track.

Course Scheduling and Sequence	Option I: Three Year Sequence (6 credits for 6 semesters)			
	Year One	Semester One	Year Two	Year Three
Year One	Semester One	OM 500 OM 510	OM 586	OM 511
	Semester Two			
Year Two	Semester One	OM 515 OM 530	OM 550	OM 595 OM 596
	Semester Two			
Year Three	Semester One			Electives
	Semester Two			Professional Contribution or Administrative Practicum
Option II: Two Year Sequence (9 credits for 4 semesters)				
Year One	Semester One	OM 500 OM 510 OM 530	OM 586 OM 511 OM 550	Organizational Behavior Financial Management I Legal Aspects of Administration
	Semester Two			Strategic Planning and Management of Change Financial Management II Personnel/Labor Relations
Year Two	Semester One	OM 515	OM 595 OM 596	Research Methods Electives
	Semester Two			Professional Contribution or Administrative Practicum Electives

COURSE DESCRIPTIONS

EDUCATION (EDU)	<p>500 Issues and Trends in Education 3 credits Curriculum decision making is examined in light of Federal and state legislation, court decisions, public policy, recent research and exemplary educational programs. Students complete a series of readings, participate in discussions, and complete a major paper.</p> <p>504 Curriculum Design 3 credits Includes an examination of the foundations, models, and procedures of curriculum design. Curriculum theories and practices are explored. Students actually design a curriculum.</p> <p>505 Teaching/Learning 3 credits Relates major contemporary theories of education to current methods of teaching. Discusses how the theories and methods affect curriculum and curriculum decisions. Students create a project which relates theories and methods to curriculum decisions.</p> <p>509 Curriculum Assessment 3 credits Advanced study of the issues, techniques, and models of curriculum evaluation. Students review the purposes and procedures of curriculum assessment and conduct an actual curriculum audit.</p> <p>515 Educational Research 3 credits An examination of the principles and procedures of educational research. Techniques of gathering and analyzing data, the design of studies in education, and application to curriculum evaluation are highlighted. Basic Statistics may be a prerequisite.</p> <p>520 Curriculum and Methods in Reading 3 credits A special course which focuses effective and efficient teaching methods and materials used to teach reading in elementary classrooms. This course is designed for currently certified teachers. EDU 590 Basic Methods in Elementary Education is prerequisite.</p> <p>523 Curriculum Adaptations for Mainstreamed Adolescents 1 credit This course prepares special and regular educators to effectively integrate mildly handicapped students in regular education.</p> <p>524 Curriculum and Methods in Language Arts 3 credits A special course which focuses effective and efficient teaching methods and materials used to teach language arts in elementary classrooms. This course is designed for currently certified teachers. EDU 590 Basic Methods in Elementary Education is prerequisite.</p> <p>525 Curriculum and Methods in Mathematics 3 credits A special course which focuses effective and efficient teaching methods and materials used to teach mathematics in elementary classrooms. It is designed for currently certified teachers. EDU 590 Basic Methods in Elementary Education is a prerequisite.</p>
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COURSE DESCRIPTIONS

EDUCATION (EDU)	<p>531 College Teaching 3 credits Introduces prospective and novice college faculty to instructional practices and procedures related to teaching college courses. Topics include developing syllabi and instructional plans, teaching methods, test construction, and evaluation procedures.</p> <p>532 Classroom and Instructional Management 3 credits This seminar identifies how special educators and elementary teachers can improve how they manage classrooms. Motivation and discipline issues are discussed.</p> <p>550 Supervision of Teachers 3 credits Models and practices of supervision are explored and practiced. Supervision projects are completed.</p> <p>551 Productivity Tools for Educators 3 credits An introduction to computer-based tools which help teachers deal efficiently with record keeping and reporting. Software related to word processing, data bases, spreadsheets, gradebooks, and graphics printing packages is used. NOTE: Computer novices in the Technology Track should take this first.</p> <p>552 Multimedia Based Education 3 credits Focuses on the use of computer integrated media including: laserdisc, CD-ROM, audio, video, graphics, and text. The course is designed as an introduction to commercially prepared packages. Students also use Hypercard to develop their own materials.</p> <p>553 Technology and Instructional Design 3 credits Deals with ways to incorporate and integrate computer technology in planning and implementing instruction. Software applications and designs which enhance quality instruction are highlighted.</p> <p>554 Video in the Instructional Process 3 credits The uses and advantages of video in instruction are discussed. Participants learn to design instruction using commercial and educational television and to produce original video using camcorders and editing equipment.</p> <p>555 Advanced Multimedia Design 3 credits Multimedia authoring languages and scripting as a multimedia programming language are explored. The course also deals with advanced uses of video digitizing and QuickTime movies. EDU 552 is prerequisite.</p> <p>559 Supervision Internship Variable Credit Students complete a specially arranged internship in a local school. They work on a project under the supervision of a college supervisor and a school district mentor.</p> <p>560 Curriculum Regulations 1 credit Students are introduced to state and local school district laws and policies which govern curriculum.</p>
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COURSE DESCRIPTIONS

EDUCATION (EDU)	<p>561 Writing Planned Courses of Study 1 credit Students learn to develop and evaluate Planned Courses of Study (PCS), written documents which serve as curriculum guides for classroom teachers.</p> <p>570 Software Applications 3 credits Identifies procedures for the selection, evaluation, and use of computer programs and software.</p> <p>575 Human Development 3 credits An in-depth study of growth and development as it relates to elementary-aged students. Current research and recent developments in educational psychology are explored.</p> <p>581 Seminar in Elementary Education 3 credits This seminar is designed for Track Two participants (elementary education). It deals with current issues and trends in elementary education.</p> <p>582 Observation and Practicum 0 credits Track Two participants (elementary education) are expected to log 100 hours observing and participating in elementary classrooms. Specific objectives must be met and students must maintain journals.</p> <p>585 Special Topics Variable Credit The Graduate Education Program features a series of one, two, and three credit courses which deal with special topics of interest to teachers. They are taught by respected and expert adjunct faculty who are leaders in their communities and/or schools. A few Special Topics are scheduled each semester and several are available during the summer term. Most Special Topics may be used as electives within the Graduate Education Program. Special Topics courses have included: Integrating Learning Systems Integrating Technology in the Classroom Learning Strategies Sensitive Issues in Sexuality Cooperative Learning Curriculum Integration Censorship in the Arts Parents/Students' Rights in Special Education College Programs for Disabled Students Religion in Public Schools The Federal Education Agenda Characteristics of Excellence Education in Japan Career Education Curriculum of the Future Ethics in Education Instructional Support Teams: Elementary Instructional Support Teams: Secondary Level Curriculum Update: State Requirements The Self-Study Process Outcomes-Based Education Adaptations for Exceptional Students/Secondary Preparing Students for Post-Secondary Education </p>
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COURSE DESCRIPTIONS

EDUCATION (EDU)

590 Basic Methods in Elementary Education 3 credits
Focuses on the structure and process of elementary education and highlights effective and efficient teaching methods and materials which may be used in elementary education. This course is designed for currently certified, albeit not elementary teachers.

591/ Curriculum Specialization I/II 3 credits each
592 Students independently research and design curriculum and identify how it can be implemented. The course requires the completion of professionally publishable papers.

594 Professional Contribution Seminar 3 credits
Seminar course gives students the opportunity to plan major curriculum projects.

595 Professional Contribution 3 credits
Allows students the opportunity to implement major curriculum projects by conducting and formally and publically presenting their professional contributions. EDU 594 Professional Contribution Seminar is prerequisite.

599 Independent Study Variable credit
Allows students to conduct independent investigations of specific topics of interest and/or to complete a school-based project. They are planned, implemented, and evaluated with the assistance of a mentor appointed by College Misericordia. A Contract Learning format is used.

COURSE DESCRIPTIONS

NURSING (NSG)	<p>500 Analysis of Micro/Macro Systems 3 credits This first clinical Graduate Nursing course is considered a core requirement for all majors. Emphasis is placed upon the role of the professional nurse as leader, consumer and advocate. Wellness is analyzed as related to Micro/Macro systems within the health care system. Micro systems relate to the individual and family, while Macro systems focus on group and community. Prerequisite or corequisite: NSG 512</p> <p>504 Curriculum Design 3 credits An examination of the foundations, models and procedures of curriculum design in nursing. Curriculum theories and practice are explored.</p> <p>505 Teaching-Learning Strategies 3 credits This course places emphasis on teaching and learning theories. Students are exposed to a variety of modalities utilized in teaching both theory and clinical courses. Test construction and clinical evaluation methods are included.</p> <p>506 Adult Health: Micro Systems Nsg I 3 credits The focus is on the nurse and the client as a model of wellness in health promotion using nursing theory and research. The change process is utilized as it impacts upon micro systems. Clinical work is expected as part of the course requirement. Prerequisite: NSG 500</p> <p>507 Adult Health: Micro Systems Nsg II 3 credits The focus of this course will be the development of intervention strategies using concepts and models developed for the maintenance and restorative aspects of wellness within a micro system. Clinical work is included. Prerequisite: NSG 500</p> <p>508 Community Health/Macro Systems Nsg I 3 credits This course views the community as client using a macro systems framework. The nursing process with a nursing theory foundation is used to focus on wellness and health promotion and protection. Aggregate data is analyzed using the epidemiologic method. Clinical work involves working with groups. Prerequisite: NSG 500</p> <p>509 Community Health/Macro Systems Nsg II 3 credits This course emphasizes community assessment planning, interventions and evaluation. The nursing process with a nursing theory foundation is used within a macro systems framework. Focus is on the community as client and maintenance and/or restoration of wellness. Clinical work is a requirement of the course. Prerequisite: NSG 500</p>
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COURSE DESCRIPTIONS

NURSING (NSG)

510 Introduction to Higher Education 3 credits
 This course introduces the student to some of the concepts of higher education, the roles and functions of educators, demands of academia, external constraints on nursing in higher education, funding sources, and the roles and functions of educational administrators and support staff.

512 Concepts and Theories in Nursing 3 credits
 Emphasis is placed on concept analysis, components of theories, construction of the theoretical relationships between theory, research and practice, and critique of existing theoretical frameworks in the discipline. Social, ethical and value problems related to the development of knowledge are examined.

515 Research Methods 3 credits
 This course will present the principles and processes involved in research. Qualitative and quantitative approaches will be reviewed and analyzed relative to their strengths, limitations and practical uses. The application of appropriate research methods to problems worthy of study will be stressed. Prerequisites: NSG 512 or equivalent; Basic Statistics

521 Maternal: Macro Systems Nursing I 3 credits
 This course emphasizes community maternal assessment, diagnosis, planning, intervention and evaluation. The nursing process with a theory foundation is used with a macro system framework to focus on maternal nursing. Focus is on the community, including the family, as a client in relation to maternal nursing and maintenance and/or restoration of wellness. Clinical work is required.

522 Child: Macro Systems Nursing II 3 credits
 This course emphasizes community child assessment, diagnosis, planning, intervention and evaluation. The nursing process with a nursing theory foundation is used with a macro systems framework to focus on child nursing. Focus is on the community as client as well as the family as client in relation to child nursing and maintenance and/or restoration of wellness.

525 Introduction to Nursing Administration 3 credits
 This course explores the nature of administration as a concept and a variety of theoretical approaches to the process of administration. Common elements of administration are considered and analyzed within the organizational framework of nursing services as a subsystem of an overall health care delivery system. Prerequisites: OM 500, OM 510

535 Nursing Education Practicum/Seminar 4 credits
 This course provides opportunities for students to develop the skills of classroom and clinical teaching and evaluation using various modalities. Students will explore the need to interface with faculty from nursing and other departments of the institution, administration, support service personnel, and clinical site agency personnel. The logistics of student placement, contractual agreements, state approval, and accreditation are additional areas which are explored. Weekly seminars provide opportunities for exchange of ideas, clarification of concerns, and analysis of educational development and evaluative strategies. Prerequisites: NSG 504, NSG 505, NSG 510, NSG 507 and at least one clinical course.

COURSE DESCRIPTIONS

NURSING (NSG)

545 Nursing Administration Practicum/Seminar 4 credits
 This course is designed to expand on the content of NSG 525 Introduction to Nursing Administration. Students will have selected experiences in a Nursing Service Department with a Nursing Administration and/or designee and explore issues that affect the delivery of nursing care in that situation. Concurrent classes will focus on an analysis of the scope of nursing services in the total health care system and particularly on the role of the Nursing Administrator.
 Prerequisite: NSG 525 and at least one clinical course.

550 Issues and Trends in Nursing and Health Care 3 credits
 This course focuses on the analysis of trends and issues that impact on nursing and health care. Historical, political, socio-economic, legal and ethical aspects are synthesized to provide background for selected topics. Activities to promote nursing and to improve the quality of health care are required. Argumentation and debate are essential methods used in the course.
 Prerequisite: Graduate standing or permission of the Director of the MSN program.

573 Clinical Practicum 3 credits
 A comprehensive, advanced clinical experience providing opportunity for synthesis and application of previously learned knowledge and skills with emphasis on leadership, decision-making, clinical judgment, and change theory. Focus is on promotion, maintenance, and restoration of wellness. The nursing process is used with a nursing theory foundation within a micro/macro systems framework.
 Prerequisite: All clinical courses.

575 Nursing Thesis Seminar 3 credits
 This course focuses on the development of a nursing research proposal. An important aspect of the Seminar is the critique of one's own work and that of colleagues.
 Prerequisite: NSG 515

585 Thesis Advisement 3 credits
 Investigation of a research question related to a student's clinical or functional area based on a theoretical framework. Literature review, data collection, analysis of data, summary and conclusions are included.
 Prerequisite: NSG 575 and all course work except practica or permission of instructor.

599 Independent Study Variable Credits
 Allows students to investigate a topic of interest or complete a special project with the guidance of a faculty. Topics/projects must be approved in advance.

COURSE DESCRIPTIONS

OCCUPATIONAL THERAPY SPECIALTY (OT)	<p>*504 Critical Reasoning 3 credits Critical reasoning processes, identification of assumptions, development of an attitude of inquiry pursuant to optimal intellectual functioning and clinical reasoning.</p> <p>*506 Special Studies in Occupational Therapy 3 credits Presentation and discussion of special studies and current research being undertaken in the profession presented by academic and research leaders.</p> <p>*515 Research Methods in Occupational Therapy 3 credits This course introduces the student to the nature and importance of research methods. Case study, grounded theory, historical and ethnographic methods are explored in relation to the health professions. Examples of qualitative research are analyzed, especially program evaluation. Prerequisite: Basic Statistics</p> <p>530 Supervision: A Teaching-Learning Process 3 credits Supervision will be examined as an interactive, dynamic process between supervisor and supervisee, focused on the learning and skill development of the supervisee. Study will address the application of the skills and principles of communication, the helping relationship, group process, values clarification, and teaching-learning strategies.</p> <p>*550 Analysis of Occupational Therapy Theories and Practice Models 3 credits Theory development and analysis as it relates to macro and micro models, comparative analysis of frames of reference for practice and research application.</p> <p>551 Occupational Therapy Program Design and Evaluation 3 credits Components of program planning, needs assessments, data collection and analysis, and resource allocation. Collaborative strategies, management styles, outcome measurement and program design in community agencies, school systems, health and rehabilitative agencies.</p> <p>*560 Leadership 3 credits The leadership role, characteristics, styles and processes. Dynamics of change, decision-making and conflict resolution.</p> <p>565 Advanced Practice Seminar 3 credits In depth study focused on a specific area of practice will have, as its objective, bringing together, integrating and applying to a given area, the specialized content learning that has been mastered throughout the six semesters of study. Prerequisite: Completion of 9 credits of electives in the student's specialty choice.</p> <p>*585 Thesis Seminar 3 credits Development of an acceptable thesis proposal, including literature review and methodology.</p>
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COURSE DESCRIPTIONS

OCCUPATIONAL THERAPY SPECIALTY (OT)

*586	Thesis Completion of data gathering and analysis of master's thesis.	3 credits
599	Independent Study Learning objectives and methodology for specialized study will be implemented.	3 credits

*Required course

COURSE DESCRIPTIONS

OCCUPATIONAL THERAPY ENTRY LEVEL M.S. (OT)

507, Advanced Study Seminar I, II, III 3 credits
508, A practice related study; outcome will include a paper acceptable for a
509, juried publication. 507 prerequisite to 508 and 508 prerequisite to 509.

515 Research Methods in Occupational Therapy 3 credits
 This course introduces the student to the nature and importance of research methods. Case study, grounded theory, historical and ethnographic methods are explored in relation to the health professions. Examples of qualitative research are analyzed, especially program evaluation.
 Prerequisite: Mth 115

521 Occupational Therapy Intervention: Physical 4 credits
 Theory, assessments and techniques of intervention as applied to individuals whose occupational performance is affected by physical disease, injury or trauma across the lifespan; includes Level I field experience. Prerequisites: All undergraduate occupational therapy courses. Corequisite: OT 522

522 Occupational Therapy Intervention: Sensorimotor 4 credits
 Theory, assessments and techniques of intervention as applied to those individuals whose occupational performance is affected by sensorimotor processing problems across the lifespan; includes Level I field experience. Prerequisites: All undergraduate occupational therapy courses. Corequisite: OT 521

523 Occupational Therapy Intervention: Psychosocial 4 credits
 Occupational therapy theory, assessments and techniques of intervention as applied to individuals whose occupational performance is affected by psychosocial illness and trauma across the lifespan; includes Level I field experience. Prerequisite: All undergraduate occupational therapy courses. Corequisite: OT 524

524 Occupational Therapy Intervention: Cognitive 4 credits
 Theory, assessments and techniques of intervention as applied to individuals whose occupational performance is affected by cognitive dysfunction across the lifespan; includes Level I field experience. Prerequisites: All undergraduate occupational therapy courses. Corequisite: OT 523

550 Analysis of Occupational Therapy Theories and Practice Models 3 credits
 Theory development and analysis as it relates to macro and micro models, comparative analysis of frames of reference for practice and research application. Prerequisite: Level II fieldwork

551 Occupational Therapy Program Design and Evaluation 3 credits
 Components of program planning, needs assessments, data collection and analysis, and resource allocation. Collaborative strategies, management styles, outcome measurement and program design in community agencies, school systems health and rehabilitative agency practice settings. Prerequisites: All undergraduate occupational therapy courses, OT 570

COURSE DESCRIPTIONS

**OCCUPATIONAL
THERAPY
ENTRY LEVEL
M.S. (OT)**

555 Occupational Therapy Issues and Trends 3 credits
 Exploration and critique of issues affecting practice, reimbursement, managed care, role delineation, professional autonomy, legislation and health care systems. Prerequisites: OT 601, OT 550

570 Occupational Therapy Management & Supervision 3 credits
 Occupational therapist's role in financial management, human resource management, staff development, quality assurance, program management and evaluation. Special emphasis on supervisory processes in facilitating professional growth and development; gender issues relating to management. Prerequisites: All undergraduate occupational therapy courses.

575 Interpersonal Processes: The Task Oriented Group 3 credits
 The theory and application of group dynamics and group processes; the study of group roles, formative stages, and the use of the group in occupational therapy intervention. Prerequisite: All undergraduate occupational therapy courses.

585 Thesis I 3 credits
 Development of an acceptable thesis proposal, including literature review and methodology.

586 Thesis II 3 credits
 Completion of data gathering and analysis of Master's thesis.

587 Thesis III 3 credits
 Development and completion of thesis. Prerequisites: OT 585 and OT 586.

601 Level II Fieldwork I 6 credits
 Practical educational experience designed to integrate and apply an academically acquired body of knowledge. Particular emphasis on the development of clinical reasoning; the transmission of the values, beliefs and ethical commitments of OT; communication of professional behaviors; development and expansion of a repertoire of occupational therapy assessment and intervention methodologies. Prerequisites: OT 555, 550

602 Level II Fieldwork II 12 credits
 Six month internship emphasizing the integration and application of an academically acquired body of knowledge and research enabling the student to achieve a level of competence in direct care congruent with the standards of entry level practice of the profession of occupational therapy. Prerequisites: OT 521, 522, 523, 524

COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	<p>500 Organizational Behavior 3 credits Social and behavioral science approaches to the study of human activity in organizations. The course is designed to equip administrators with skills for managing interactions, differences and relationships in organizational settings.</p> <p>505 Decision Making 3 credits A study of decision making in complex human service organization. Examination of a variety of conceptual frameworks to enable administrators to develop an evaluative design for ethical, effective and efficient decision making.</p> <p>510 Financial Management I 3 credits Introduction to basic economic theory, accounting principles, budget theory and practice and financial control procedures necessary to the successful manager. Designed for the non-financial manager and presupposes little or no previous education or experience in finance.</p> <p>511 Financial Management II 3 credits Applies the basic skills mastered in Financial Management I through case studies of public and private organizations. Emphasis on integrating financial considerations with other management considerations when analyzing and solving problems, and in planning. Investments, borrowing, information systems and financial analysis are covered. Prerequisite: OM 510</p> <p>515 Research Methods 3 credits Provides student with an understanding of the concepts, principles and techniques associated with the investigation of specific research problems in the human services system. Prerequisite: Basic Statistics may be required.</p> <p>516 Introduction to Qualitative Research 3 credits This course introduces the student to the nature and importance of qualitative research. Case study, grounded theory, historical and ethnographic methods are explored. Examples of qualitative research are analyzed, especially program evaluation.</p> <p>525 Human Services Systems 3 credits An integrated seminar which examines the programs and policies of the major human service areas, with emphasis on the dynamics of the system as it evolves. Topics for discussion include aging, adult services, children and youth, drugs and alcohol, health, mental health/mental retardation.</p> <p>530 Legal Aspects of Administration 3 credits Provides students with an understanding of legal aspects of administrative action. Emphasis on the judiciary system and judicial review, scope and source of administrative authority, function of the administrative legal process, legal and judicial controls over the administrative process. Case method of decision analysis utilized, supplemented by lecture and discussion.</p>
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COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	<p>537 Marketing Management 3 credits An analytical approach to the study of marketing issues. Focus on influence of the market place and the marketing environment on decision making in regard to the determination of the organization's services, fee structures, channels and strategies of communication, and the organization's system for planning and controlling its marketing effort.</p> <p>540 Grant/Contract Development and Management 3 credits Systematic approach to the mechanics, techniques and issues involved in external funding. Covers the pre-application phase, the application phase, the post-application phase and the administration phase of grant/ contract development and management.</p> <p>542 Fund-Raising: Theory and Application 3 credits Designed for the current or prospective administrator. Focus is on mechanics of fund-raising, the tools of the fund-raiser, and the types of fund-raising activities applicable to both public and private sectors. Consideration of the role of institutional development in the 1990s.</p> <p>550 Personnel and Labor Relations 3 credits Basic concepts, issues and practices involved in personnel administration and labor relations. Emphasis on the successful management of human resources.</p> <p>551 Organizational Communication 3 credits Designed to develop skills in communication to promote organizational goal setting, coherence and effective teamwork.</p> <p>552 Regulation of Human Resources Management 3 credits Examination of the regulatory process, governmental restriction, and preventive techniques, to assist the human resources manager in minimizing potential adverse impact on the organization from government investigations or employee actions.</p> <p>553 Fundamentals of Employment Benefit Planning 3 credits An in-depth study of the evolution and development of employee benefit programs. Current practices and their applicability to various organizations will be examined.</p> <p>554 Current Issues in Human Resource Management 3 credits A seminar designed for the study of timely and significant issues in human resource management. Current trends and relevant problem-solving techniques will be used.</p> <p>555 Administration of Human Resources 3 credits Theory, policy and process issues in employment relationships. Specific practices in selection, appraisal, compensation and discipline as they relate to conceptual views of management.</p>
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COURSE DESCRIPTIONS

ORGANIZATIONAL MANAGEMENT (OM)	<p>556 Policy/Procedure Development in Human Resource Management 3 credits Development and implementation of policies relevant to personnel administration. Focus on relationship between government policy and corporate policy and influence of management philosophy for policy planning. Discussion of expected and unexpected outcomes of policy decisions.</p> <p>559 Special Topics in Human Resource Management 1-3 credits Examination of selected topic relevant to human resource management. Possible topics include training and staff development, employee assistance programming, governmental relations strategies, time management, effective supervision.</p> <p>585 Special Topics in Administration 1-3 credits Examination of selected topic relevant to the development of skills in administration. Possible topics include governmental relations strategies, time management, program assessment and evaluation.</p> <p>586 Strategic Planning and Management of Change 3 credits An introduction to the strategic planning process and its application in managing organizational change. Techniques and skills involved in designing and implementing planned change to improve organizational adaptiveness and effectiveness in the changing political, economic, social, and technological environment.</p> <p>590 Seminar 3 credits Advanced seminar offered to small groups of graduate students who wish to explore in greater depth a sub-specialty in administration that may include human resource issues and/or general management issues.</p> <p>595 Professional Contribution 3 credits The design and implementation of a special project or study relevant to the expressed needs of an organization or agency. The student's academic advisor's approval is a prerequisite.</p> <p>596 Administrative Practicum 3 credits An educationally directed experience in an approved organizational setting. Application for the practicum must be made with the student's academic advisor.</p> <p>599 Independent Study 3 credits Allows students to investigate a topic of interest with the guidance of a mentor approved by the college. Topics must be approved in advance.</p>
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COURSE DESCRIPTIONS

PHYSICAL THERAPY (PT)

494 Patient Care Seminar 1 credit
Pairs of students will evaluate a patient in the clinical community in collaboration with a physical therapist. Students will then present the case with recommendations for management to students and faculty for discussion. 1 seminar hour.

501 Tests and Measurements 4 credits
Discussion of the theory of clinical measurement, i.e., reliability and validity of clinical tests. Skill development and analysis of various assessment tools including goniometry, strength testing, functional assessment, gait analysis, developmental testing.
3 lecture hours, 3 lab hours.

502 Adaptive Intervention: Strategies and Techniques 3 credits
Adaptation of the human and non-human environments to promote adaptation and function. Topics will include orthotics and prosthetics, architectural barriers, wheelchair adaptations, adaptive equipment.
2 hours lecture, 2 hours lab.

503 Physical Agents and Pain Management 4 credits
Therapeutic utilization of heat, cold, light, electricity, and sound. Analysis of physiologic responses to therapeutic modalities and their effectiveness as therapeutic agents. Review of research relative to the use of therapeutic modalities. Theories and methods of the holistic approach to the management of chronic pain syndrome will be explored.
3 lecture hours, 2 lab hours.
Prerequisite: PHY 222.

513 Musculoskeletal Evaluation and Treatment I 5 credits
Evaluation and treatment strategies for patients presenting local musculoskeletal pain syndromes, post-operative orthopedic rehabilitation, and traumatic and degenerative dysfunctions. Lab experiences will include skill development in specialized techniques, patient case management and problem solving techniques.
3 hours lecture, 6 hours lab.

514 Musculoskeletal Evaluation and Treatment II 5 credits
A continuation of PT 513.

521 Cardiovascular Evaluation and Treatment 3 credits
Principles and techniques of cardiac, pulmonary, and metabolic intervention. Lab experience will include cardiopulmonary assessment, exercise testing and exercise planning.
2 hours lecture, 3 hours lab.

522 Neuromuscular Evaluation and Treatment 4 credits
Evaluation and treatment strategies for the client with a neurological lesion. Lab will emphasize skill development in specialized techniques and patient case management.
3 hours lecture, 3 hours lab.

COURSE DESCRIPTIONS

PHYSICAL THERAPY (PT)

610 Professional Issues in Therapeutic Intervention 3 credits
Discussion of current professional issues in physical therapy. Topics will include quality assurance, ethics of practice, the physical therapist as an independent practitioner, reimbursement and legislative issues, research concerns, professional growth. Course also includes case management studies along the wellness-illness continuum with consideration of treatment of special populations, non-traditional settings.

550, Clinical Internship I, II, III 5, 6, 6 credits
625, 650 A series of prescribed, supervised clinical experiences in a health care setting. The experiences will include full-time assignments of six to eight weeks in several clinical areas.

670 Thesis Seminar 3 credits
Discussion of current research in the profession, identification and delineation of a research problem and development of a research proposal.

690 Thesis Advisement 3 - 6 credits
Supports a student's systematic investigation of a research problem selected by the student as an independent learning situation with faculty guidance.

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1992 - 1993

ACADEMIC CALENDAR

with Administrative Dates

Fall Semester 1992

Thursday	August 20	Opening Faculty Meeting/Division Chairs Meeting
Friday	August 21	Division Meetings/Last Day to Remove Summer Incompletes
Sat.-Sun.	August 22-23	New Student Orientation
Monday	August 24	First Day of Semester/Opening Mass/Advising/ President's Convocation/Club Meetings/ No Day Classes/Evening Classes Will be Held
Tuesday	August 25	First Day of Classes
Thursday	September 3	Add Period Ends 4:00 p.m.
Monday	September 7	Labor Day; No Day or Evening Classes
Tuesday	September 8	Classes Resume 8:00 a.m.
Thursday	September 24	Drop Period Ends/End of Refunds
Thursday	October 1	Last Day to Withdraw from Courses Without Academic Penalty
Mon.-Sat..	October 5-10	Mid-Term Week
Monday	October 12	Mid-Term Grades Due to Registrar By End of Day
Mon.-Tues.	October 12-13	Fall Recess
Wednesday	October 14	Classes Resume Today 8:00 a.m.
Tuesday	November 10	Advisement Day; No Day or Evening Classes
Wed.-Wed.	November 11-18	Pre-Registration for Spring Semester
Wed.-Sun.	Nov. 25-29	Thanksgiving Recess
Monday	November 30	Classes Resume 8:00 a.m.
Tuesday	December 8	Last Day of Classes
Wednesday	December 9	Study Day
Thurs.-Tues.	December 10-15	Final Examinations
Thursday	December 17	Grades Due to Registrar by Noon

1992 - 1993
ACADEMIC CALENDAR
with Administrative Dates

Spring Semester 1993

Tuesday	January 12	Spring New Student Orientation
Wednesday	January 13	First Day of Classes for All Students
Monday	January 18	Add Period Ends 4:00 p.m.
Friday	January 29	Last Day to Remove Incompletes
Monday	February 15	Drop Period Ends 4:00 p.m./End of Refunds
Monday	February 22	Last Day to Withdraw from Courses Without Academic Penalty
Tuesday	February 23	Winter Break Begins Upon Conclusion of Today's Afternoon Schedule
Wed.-Sun.	February 24-28	Winter Break
Monday	March 1	Classes Resume Today 8:00 a.m.
Thursday	March 4	Faculty Workshop; No Day Classes
Mon.-Fri.	March 8-12	Mid-Term Week
Monday	March 15	Mid-Term Grades Due to Registrar by 3:30 p.m.
Wednesday	March 31	Advisement Day; No Day or Evening Classes
Thurs.-Tues.	April 1-6	Pre-Registration for Fall Semester
Thurs.-Tues.	April 8-13	Easter Recess; No Day or Evening Classes
Wednesday	April 14	Classes Resume Today 8:00 a.m.
Friday	April 30	Last Day of Classes
Sat.-Sun.	May 1-2	Study Weekend
Mon.-Sat.	May 3-8	Final Examinations
Monday	May 10	Final Grades Due to Registrar by 3:30 p.m.
Saturday	May 15	Baccalaureate and Commencement

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College Misericordia
301 Lake Street
Dallas, Pennsylvania 18612-1098
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